

# State Employee Mentor Recruitment Program Survey and Profile



*Please complete the following sections.*

## I. General Information on Your Organization (Department, Board, Commission, etc.)

### A. Organization

1. Name of Organization: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### B. Coordinator

1. Coordinator: \_\_\_\_\_
2. Coordinator phone: \_\_\_\_\_
3. Coordinator fax: \_\_\_\_\_
4. Contact person (if other than coordinator): \_\_\_\_\_
5. Contact person telephone: \_\_\_\_\_
6. Contact person fax: \_\_\_\_\_
7. What percentage of the Coordinator's time is dedicated to state mentor recruitment? \_\_\_\_\_
8. Does coordinator have support staff? ☐ Yes ☐ No

### C. Mentor Recruitment Program

1. Start date of your mentor recruitment program: \_\_\_\_\_
2. Total number of employees in your organization (including all field offices): \_\_\_\_\_
3. Mentor recruitment goal (10% of total): \_\_\_\_\_
4. Is your program currently fully operational? ☐ Yes ☐ No

**C. Mentor Recruitment Program (Continued)**

5. Do you have written and approved policies and procedures? ☐ Yes ☐ No
6. If you do not have approved policies and procedures, when do you anticipate approval? \_\_\_\_\_
7. Does your organization oversee or report for other departments, boards, commissions? (Example: Wildlife Conservation Board is included with Dept. of Fish & Game):  
☐ Yes ☐ No If yes, list: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Is your organization allowing mentoring leave to employees who mentor, pursuant to agreements with affected bargaining units? ☐ Yes ☐ No

**II. Activities and Public Information****In the current year (January 1, 1997 through June 30, 1997):**

1. What methods do you use to communicate with staff on mentoring opportunities and activities? (*check all that apply*)  
☐ employee newsletter ☐ news bulletins ☐ memos/E-Mail ☐ other: \_\_\_\_\_
2. How many articles on mentoring have been in your employee newsletter? \_\_\_\_\_
3. Please identify in the box below the number of support activities you have had for mentors during this reporting period:

Activity	Number
Mentor Recruitment Fairs	
Mentor Orientation (introduction to your organization's mentor recruitment programs)	
Mentor Training (if your organization operates its own mentor program)	
Mentor Support Group	
Mentor Recognition or Awards Ceremonies	
Other mentor related workshops and/or seminars describe: _____ _____ _____	

### III. Expansion to Field Offices (Complete if applicable)

1. How many field/district offices do you have throughout the state? \_\_\_\_\_
2. Have you expanded your program to the field offices? ☐ Yes ☐ No
3. If you plan to expand, what is your anticipated start date for expansion? \_\_\_\_\_

### IV. Mentor Recruitment Progress Report

During the reporting period January 1, 1997 through June 30, 1997:

1. Number of state employees that expressed an interest in mentoring: \_\_\_\_\_
2. Number of state employees that were referred to a local mentor program: \_\_\_\_\_
3. Please list the mentor programs you have chosen in the table below. For each mentor program, give the total number of mentors matched with a mentee for the reporting period 1/1/97-6/30/97 -- even if you reported them previously.  
(You may attach additional pages if you are working with more than 6 mentor programs.)

Mentor Program Name	Number of new employee matches this reporting period	Total employee matches
1.		
2.	Not Applicable	
3.	This Reporting Period	
4.		
5.		
6.		

4. How many state employees are returning mentors from 1996? \_\_\_\_\_
5. Please list numbers of mentees served in the following categories:
  - \_\_\_\_\_ One on one mentoring
  - \_\_\_\_\_ Academic/tutoring
  - \_\_\_\_\_ Job skills/economic opportunity
  - \_\_\_\_\_ Team mentoring (team forms a relationship with one or more youth)
  - \_\_\_\_\_ Group mentoring (one mentor with a group of young people)
  - \_\_\_\_\_ Other (Please describe briefly): \_\_\_\_\_

**Mentor Recruitment Progress Report (Continued)**

6. Please provide any additional information on successes achieved by your mentors and mentees (such as increased self-esteem; increased attendance at school; etc.):

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7. Do the mentor programs you have chosen have adequate capacity to process the potential mentors you send them? ☐ Yes ☐ No

8. If not, why not? \_\_\_\_\_

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9. How long does it take to process and match potential mentors? \_\_\_\_\_

10. How many hours a month (on average) do your mentors volunteer? \_\_\_\_\_

11. List your biggest challenges to achieving your 10% recruitment goal: \_\_\_\_\_

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12. List two areas in which you feel the CMI Office could provide assistance in furthering the achievement of your goal:

(1) \_\_\_\_\_

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(2) \_\_\_\_\_

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